



Personnel Commission Regular Meeting

Virtual Meeting

Wednesday, April 15, 2020 at 12:00 PM PDT

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**PERSONNEL COMMISSION MEETING AGENDA
APRIL 15, 2020
12:00 P.M.**

****VIRTUAL MEETING****

No Hardcopy Distribution except at 2714 Pico: Exterior Display Box

<p>DEPARTMENTS: PLEASE POST 3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cristina Hamblet Admissions & Records: Esau Tovar African American Center: Sherri Bradford Athletics: Sandra Hernandez Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Jaime Recinos Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media & Design: Jamina Russell Community Education: Alice Meyering Counseling Office: Laurie Guglielmo Custodian Time Clock: Anthony Williams Disabled Students Center: Nathalie Laille Early Childhood Ed.: L. Manson Emeritus College: V. Rankin-Scales English Dept.: Martha Hall EOP&S: Nick Mata ESL Office: Jocelyn Alex Events Office: Yesenia Penate Faculty Association: Peter Morse Financial Aid Office: Stacy Neal Health Sciences: Bronwyn Webber-Gregg Health Office: Nancy Alfaro HSS: Carolyn Baugh Institutional Research: Trena Johnson International Education Center: Ana Jara KCRW: Cheryl Gee Latino Center: Maria Martinez Madison: Gail Johnson Maintenance/Operations: Anisha Fullard Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach & Recruitment: Will Taylor Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: Judy Louff W& ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS and MANAGERS</p> <p>Emeritus: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Marc Drescher IEC: N. Pressian Instructional Technology: Joshi John Maintenance: Devin Starnes Terry Kamibayashi Operations: Anthony Barlow Derrick Davis Felicia Hudson Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst</p>	<p>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</p> <p>Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: Jennifer Merlic VP Business/Admin: Chris Bonvenuto VP Enroll. Services: T. Rodriguez VP Human Resources: Sherri Lee-Lewis VP Student Affairs: M. Tuitasi Senior Director Government Relations & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATIONS</p> <p>2714 Pico: exterior display box Library for Public Posting (1) Library for Archives (2) Mailroom SMC Personnel Commission Office SMC Human Resources Staff Lounge</p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Jessica Gonzalez CSEA Chapter Pres.: Mike Roberts CSEA Chapter 1st V.P.: Kennisha Green CSEA Chapter 2nd V.P.: Cindy Ordaz CSEA Chief Job Steward: Lee Peterson CSEA Corresponding Sec: Kristina Fukuda CSEA Recording Sec'y: Judith Mosher SMC POA President: – Officer Cadena Mgmnt Assoc: Eve Adler</p> <p align="right">Revised 3/26/2020</p> <p>IF YOU NEED AN ACCOMMODATION Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p>
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PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS ADDRESSING THE PERSONNEL COMMISSION

During the COVID-19 (Coronavirus) Global Pandemic, the Personnel Commission will be conducting virtual public meetings using Zoom. Virtual meetings have been authorized by Executive Order N-25-20 issued by Governor Gavin Newsom and dated March 12, 2020, to reduce and minimize the risk of infection by “limiting attendance at public assemblies, conferences, or other mass events.” Zoom meetings will ensure public participation while at the same time complying with the Governor’s Stay at Home executive order and Los Angeles County’s Safer at Home order.

Members of the public may address the Personnel Commission **concerning any subject that lies within the jurisdiction of the Personnel Commission**. Public participation can occur in one of two ways. Members of the public can submit written comments to be read during the public meeting or they may speak during the Zoom meeting.

Individuals wishing to speak or submit written comments to be read at the Personnel Commission meeting shall send an email to Personnel_Commission@smc.edu, by no later than Wednesday, April 15, 2020, 10:00 a.m. The email should include the following information:

- Name
- Department (optional)
- Topic or Agenda Item # to be addressed
- Comments to be read (if submitting written comments)

Instructions for Speaking to the Commission through Zoom

Speakers may address any specific agenda item, or may provide general comments during the “Public Comments” period. When it is time for the speakers to address the Commission, their name will be called and the microphone on their Zoom account will be activated. A speaker’s Zoom Profile should match their real name to expedite this process. After the comment has been given, the microphone for the speaker’s Zoom profile will be muted.

All public comments will be subject to the general rules set forth below.

1. Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Commission reserves the option of limiting the time for each speaker. A speaker’s time may not be transferred to another speaker.
2. Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.
3. Five minutes is allotted to each speaker per topic for general public comments. The speaker must adhere to the topic. Individuals wishing to speak during the Public Comments will be called upon during Public Comments.

Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Personnel Commission by uttering loud, threatening, or abusive language or engaging in disorderly conduct, shall, at the discretion of the presiding officer or majority of the Personnel Commission, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda.

Reference: Merit Rule 2.2.8

Government Code sections 54954.2, 54954.3, 54957.9

For information regarding Personnel Commission Agenda/Minutes distribution, please contact Personnel Commission at (310) 434-4410.

**Santa Monica College Personnel Commission
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Any public records, which can be disclosed, related to an open session item on the agenda and distributed to the Personnel Commissioners less than 72 hours prior to the meeting, are available for public inspection in the Personnel Commission Office, 2714 Pico Blvd, Santa Monica, during normal business hours.

Any individual or group may address the Personnel Commission during the Comments/Group Chat segment of the meeting regarding any item that is within the Commission's subject matter jurisdiction. However, the Commission will not take action on any item that is not on this agenda.

PUBLIC SESSION: 12:00 p.m.

I.ORGANIZATIONAL FUNCTIONS

- A. Call to Order _____ p.m.
- B. Roll Call

Commissioner	Present	Absent
Commissioner Metoyer, Chair		
Commissioner Abbott, Vice-Chair		
Commissioner Greenstein		
Commissioner Jansen		
Commissioner Leone		

II.REPORT – DIRECTOR OF CLASSIFIED PERSONNEL

III.COMMENTS AND INFORMATIONAL REPORTS

Recognition of Employee Longevity: April 2020

5 YEARS

- ❖ **Balraj Basra, Student Services Clerk, International Education Center**
- ❖ **August Faustino, Personnel Analyst, Personnel Commission**
- ❖ **Fernando Henriquez, Receiving, Stockroom & Delivery Worker, PCAL**
- ❖ **Regina Ip, Web Content & Social Media Manager, Web and Social Media**
- ❖ **Lisa Ortega, Custodian, Operations**
- ❖ **Dahlia Valle, Disabled Student Services Assistant, Center for Disabled Students**

10 YEARS

- ❖ **Alice Gheorghiu, Programmer Analyst, MIS**

15 YEARS

- ❖ Gerardo Lozano, Custodian, Operations
- ❖ Roland Valdez, Community College Parking Enforcement Officer, Campus Police
- ❖ Luis Zelaya, Custodian, Operations

20 YEARS

- ❖ Manuel Islas, Transportation Coordinator, Auxiliary Services
- ❖ Beverly Redd-Walker, Administrative Assistant I, Bundy Campus

35 YEARS

- ❖ Michael Jimerson, Cosmetology Assistant, Cosmetology

A. Comments from Vice President of Human Resources

B. Comments from CSEA Chapter 36 Representative

C. Comments from Management Association President

D. Comments from Personnel Commission Staff

E. Public Comments (non-actionable comments from those in attendance)

F. Comments by Personnel Commissioners

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IV. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	ITEM	Page
1	Personnel Commission Budget Fiscal Year 2020-2021 Presentation of the Initial Personnel Commission Budget for Fiscal Year 2020-2021. First Reading.	7
2	Request for Approval of Amendment to Rules and Regulations of the Classified Service. Chapter 3 Second Reading: <ul style="list-style-type: none"> • Merit Rule 3.3.9.B Reclassification Downward • Merit Rule 3.3.10 Re-employment List for Displaced Incumbents • Merit Rules 3.3.11 Reappraisal of Eligibility List Due to Reclassification • Merit Rules 3.3.12 Impact of Reclassification on Seniority 	9
3	Request for Approval of Amendment to Rules and Regulations of the Classified Service. Chapter 9 First Reading: <ul style="list-style-type: none"> • Merit Rule 9.1.1: Procedure for Certification of Payrolls • Merit Rule 9.2.1: Assignment Data • Merit Rule 9.2.2: Orientation of New Employees 	12

V. CONSENT AGENDA

(All items will be considered and approved in one motion unless removed by a Personnel Commissioner for discussion.)

#	ITEM	Page
4	Ratification of Eligibility Lists: <ul style="list-style-type: none"> • Senior Career Services Advisor 	14
5	Extension of Eligibility Lists: <ul style="list-style-type: none"> • Administrative Assistant I • Human Resources Specialist • Information Systems Security Officer • Student Services Assistant • Student Services Specialist 	15
6	Ratification of Limited Term Assignment: Administrative Assistant II	17
7	Ratification of Working Out of Class and Limited Term Assignments and Extensions	18
8	Approval of Minutes: <ul style="list-style-type: none"> • Regular Meeting – March 18, 2020 • Special Meeting – April 1, 2020 	21
9	Advisory Item: Appointments to Provisional Assignments	22
10	Advisory Item: Appointments to Limited Term Positions	23
11	Information Item: Classification & Compensation Status Report	24
12	Information Item: Recruitment & Examination Status Report	28

VI. ADJOURN

Next regularly scheduled meeting: Wednesday, May 20 at 12:00 p.m.

AGENDA REPORT NO. 1

**SUBJECT: PERSONNEL COMMISSION BUDGET FISCAL YEAR 2020 – 2021
PRESENTATION OF THE INITIAL PERSONNEL COMMISSION
BUDGET FOR FISCAL YEAR 2020-2021. FIRST READING.**

(Note: No formal action will be taken at this meeting.)

DATE: April 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The attached proposed budget for the operation of the Personnel Commission Office for Fiscal Year 2020-2021 is submitted to the Personnel Commission for review and discussion by the Director of Classified Personnel.

In accordance with Merit Rule 2.4.1 (A), the Personnel Director shall prepare and submit to the Commission a proposed operating budget for the next ensuing fiscal year. The budget shall be submitted for a first reading no later than the appropriate Commission meeting in April.

Summary

The Personnel Commission budget for Fiscal Year 2020-2021 reflects the following adjustments against the prior year's budget:

- 5.8% increase in total salary and benefits due to the following changes:
 - Mandatory 10.2% increase in employee benefits
 - Mandatory step and column increases in salary

There are no increases anticipated during the next fiscal year for Total Operating Expenses. Outside of the mandatory salary and benefits increases, the initial budget will remain flat. There are no discretionary increases being requested at this time.

Overall, the Personnel Commission is requesting a 5.5% increase to its budget for Fiscal Year 2020-2021.

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PERSONNEL COMMISSION BUDGET 2020-2021

Description	Object	2019/2020	2020/2021	Difference	% Change
Administrative & Management	2110	\$ 377,414.00	\$ 377,414.00	\$0	
Clerical	2120	\$ 485,800.00	\$ 523,098.00	\$ 37,298.00	7.7%
Clerical Hourly (Temporary Staff)	2323	11,000.00	11,000.00	\$ -	
Clerical Overtime	2324	2,000.00	2,000.00	\$ -	
Personnel Commissioners	2380	7,725.00	7,725.00	\$ -	
Other Classified Hourly	2393	0.00	0.00	\$ -	
Benefits (Staff - 47%)	Various	\$ 411,191.00	\$ 453,228.00	\$ 42,037.00	10.2%
Benefits (Commissioners)	Various	\$ 82,990.00	\$ 82,990.00	\$ -	
Total Salary & Benefits		\$ 1,378,120.00	\$ 1,457,455.00	\$ 79,335.00	5.8%
Supplies	4550	\$ 4,396.00	\$ 4,396.00	\$ -	
Mileage	5210	\$ 150.00	\$ 150.00	\$ -	
Conf./Training/Staff Development	5220	\$ 6,200.00	\$ 6,200.00	\$ -	
Meeting Reimbursements	5241	\$ -	\$ -	\$ -	
Meals/Catering for Raters	5242	\$ 2,000.00	\$ 2,000.00	\$ -	
Dues & Memberships	5310	\$ 3,500.00	\$ 3,500.00	\$ -	
Repairs & Equipment Maintenance	5650	\$ 400.00	\$ 400.00	\$ -	
Legal	5730	\$ 20,000.00	\$ 20,000.00	\$ -	
Off Campus Printing	5820	\$ -	\$ -	\$ -	
Advertising	5830	\$ 6,500.00	\$ 6,500.00	\$ -	
Software Licensing	5840	\$ 11,400.00	\$ 11,400.00	\$ -	
Postage	5850	\$ -	\$ -	\$ -	
Other Contract Services	5890	\$ -	\$ -	\$ -	
Total Operating Expenses		\$ 54,546.00	\$ 54,546.00	\$0.00	0.0%
Total Budget		\$ 1,432,666.00	\$ 1,512,001.00	\$ 79,335.00	5.5%

AGENDA REPORT NO. 2

SUBJECT: **AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 3 - SECOND READING**
MERIT RULE 3.3.9.B: RECLASSIFICATION DOWNWARD
MERIT RULE 3.3.10: RE-EMPLOYMENT LIST FOR DISPLACED INCUMBENTS
MERIT RULE 3.3.11: REAPPRAISAL OF ELIGIBILITY LIST DUE TO RECLASSIFICATION
MERIT RULE 3.3.12: IMPACT OF RECLASSIFICATION ON SENIORITY

DATE: April 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 3, Merit Rules 3.3.9.B – 3.3.12, are attached for a second reading. If approved by the Personnel Commission, these revisions will be formally adopted into our Merit Rules.

Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include clarifying the reclassification process, providing additional protection for employees who might be displaced through the reclassification process, and increasing transparency for both management and staff who are participating in this process.

3.3.9 EFFECTS of RECLASSIFICATION ON INCUMBENTS

B. Reclassification Downward

~~The reclassification of a position or group of positions to a class with a lower salary range, shall have the following effect on incumbents~~

~~1. If the The incumbent has been performing satisfactorily, he/she shall be offered the opportunity to transferred to any vacant position within the same classification for which he/she qualified and which is at his/her present salary range. If no vacancy exists, the employee may elect one of the following: will be demoted to the class to which his position is now allocated. Salary for the employee shall be Y rated as provided Merit Rule 12.2.13.~~

~~An occupied position shall not be reclassified downward until it becomes vacant.~~

- ~~a. to demote in place;~~
- ~~b. to transfer to a vacant position at the same range;~~
- ~~c. to bump in class or to a previous lower class;~~
- ~~d. to be laid off.~~

C. Abolishment of Position

~~When a position is abolished the incumbent may be transferred, demoted or laid off as determined by these rules.~~

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~~D. Period of Ineligibility for Reclassification~~

~~An employee, who has been reclassified with his/her position, shall be ineligible for subsequent reclassification with his/her position for a period of at least two (2) years from the date on which the reclassification became effective.~~

~~E. Effect of Reorganization or Reassignment on Classification~~

~~Any positions which are created or changed as a result of a sudden reorganization or assignment of new duties and responsibilities shall be filled through normal competitive selection processes as provided in these rules. This rule shall apply to positions that are occupied at the time of reclassification. If reclassification occurs in a vacant position, the position shall be filled through normal selection processes as determined by these rules.~~

~~3.3.1210 REEMPLOYMENT LIST FOR DISPLACED INCUMBENTS~~

~~A. Any displacement of a regular employee which results from the reclassification of a position or class of positions, shall be considered a layoff for lack of work and an appropriate reemployment list shall be established in accordance with these rules. The employee shall have the right of reemployment into his/her previous classification for a period of up to 39 months, provided that the class has not changed substantially or been abolished as the result of a classification study.~~

~~B. This rule shall be followed in all instances where of a reclassification has resulted in a position or group of positions being upgraded, downgraded, sustained, laterally reallocated to a new classification.~~

~~3.3.13104 REAPPRAISAL OF ELIGIBILITY AND EMPLOYMENT LISTS DUE TO RECLASSIFICATION~~

~~The reclassification of all positions in a class automatically changes reclassifies the mandatory reemployment list (if any) for that class.~~

~~A. Any reemployment or reinstatement list for a classification shall be retitled when all positions in the classification are reclassified.~~

~~B. The Personnel Commission shall **also** review the appropriateness of the current eligibility list for the class, if any, to determine whether or not is-it should be changed to reflect the new class title or abolished. The Director of Classified Personnel shall recommend to the Personnel Commission whether the current eligibility and employment lists are to be reclassified.~~

~~C. Salary reallocation of classes shall have no effect on lists, unless the Personnel Commission makes a specific finding to the contrary.~~

~~3.3.14112 IMPACT OF RECLASSIFICATION ON SENIORITY~~

~~When An employee ~~who~~ is reclassified with the position, seniority will be impacted as follows: transfers his or her seniority to the new classification.~~

~~A. When an employee is reclassified from an existing classification to a new classification, the employee will keep seniority in former classification, and will begin new seniority in the new classification.~~

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B. When an employee is reclassified to a new classification, and ~~whereas~~ the former classification will be abolished, the employee transfers seniority to the new classification.

DISPOSITION BY THE COMMISSION

MOTION MADE BY:

SECONDED BY:

AYES:

NAYS:

ABSTENTIONS:

Amendments/Comments

AGENDA REPORT NO. 3

SUBJECT: **AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 9: EMPLOYMENT STATUS – FIRST READING**
MERIT RULE 9.1.1: PROCEDURE FOR CERTIFICATION OF PAYROLLS
MERIT RULE 9.2.1: ASSIGNMENT DATA
MERIT RULE 9.2.2: ORIENTATION OF NEW EMPLOYEES
(Note: No formal action will be taken at this meeting.)

DATE: April 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 9: Merit Rules 9.1.1, 9.2.1, and 9.2.2 are attached for a first reading. Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include clarifying processes and ensuring compliance with applicable laws and bargaining agreements.

CHAPTER IX

EMPLOYMENT STATUS

Rule 9.1 CERTIFICATION OF PAYROLLS (EDUCATION CODE SECTION 88129)

9.1.1 PROCEDURE FOR CERTIFICATION OF PAYROLLS

- A. No person shall be appointed to a position in the classified service unless ~~the assignment order is~~ approved by the Personnel Director. The Personnel Director shall certify that the person who was named and the assignment are in accordance with these rules and the provisions of the Education Code.
- B. The Personnel Director shall audit all changes of status for classified employees. ~~and~~ ~~He/she~~ shall certify that all changes are in accordance with existing law and these rules.
- C. All time sheets, payroll reports or other financial or employment documents shall be made available to the Personnel Director upon request. ~~He/she-They~~ may audit all payrolls to insure that these assignments are in accordance with the law and these Rules. ~~He/she and~~ shall immediately notify the Superintendent or ~~his/her/their~~ designee of any irregularities and attempt to resolve these problems.
- D. When irregularities remain unresolved, the Personnel Director shall notify the Personnel Commission, ~~who~~ which may, after a public hearing, order that no salary warrant shall thereafter be issued to the employee so appointed, for services rendered after the date of the order, be thereafter drawn to the employee.

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Rule 9.2

EMPLOYEE ASSIGNMENT

9.2.1

ASSIGNMENT DATA

- A. Upon initial assignment and upon each change in class thereafter, each regular classified employee shall be furnished:
1. An offer of employment or change of status notice listing ~~his/her~~their salary including the pay period; the hourly daily, monthly, annual, overtime and differential rates of compensation, as applicable; the duty hours, prescribed work week, work year, and work location.
 2. A copy of ~~his/her~~their class description and a duty list for ~~his/her~~their position, if available.
 3. The terms and conditions of the probationary period, including evaluation procedures and dates.
- B. The employee shall ~~sign an acknowledgement of the receipt of the information data; A copy of the document shall be given to the employee, the employee's supervisor and placed in the employee's file. one copy shall be retained by the employee, one copy shall be sent to the employee's supervisor and one copy shall be placed in the employee's file.~~
- C. The District shall have the right to make reasonable changes in the employee's work schedule. ~~The process for changing the work hours of represented employees is set forth in the applicable bargaining agreement. When such a change is to be made, the supervisor shall notify the employee and the Personnel Director in writing at least five (5) days prior to the effective date of the change.~~

9.2.2

ORIENTATION OF INFORMATION FOR NEW EMPLOYEES

- A. ~~Within five (5) working days of Prior to the start date of a new assignment, each employee shall receive a work orientation at which he/she shall be advised of all information relating to their his/her employment status, including specific duty hours, break~~

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:

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AGENDA REPORT NO. 4

SUBJECT: **RATIFICATION OF ELIGIBILITY LISTS**
DATE: April 15, 2020
TO: Members of the Personnel Commission
FROM: Carol Long, Director of Classified Personnel
BY: José A. Guzmán, Personnel Technician

Class Title	Field of Competition	Promotional	Total On List	Expiration Date
Senior Career Services Advisor	Promotional	1	1	04/01/2021

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:

AGENDA REPORT NO. 5

SUBJECT: **EXTENSION OF ELIGIBILITY LISTS:**

- **ADMINISTRATIVE ASSISTANT I**
- **HUMAN RESOURCES SPECIALIST**
- **INFORMATION SYSTEMS SECURITY OFFICER**
- **STUDENT SERVICES ASSISTANT**
- **STUDENT SERVICES SPECIALIST**

DATE: April 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The Personnel Commission Office is requesting that the following eligibility list(s) be extended as indicated below:

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Administrative Assistant I	5/5/2020	5/5/2020	20	10	7/5/2020
Human Resources Specialist	11/7/2019	5/7/2020	24	9	7/7/2020
Information Systems Security Officer	5/1/2020	5/1/2020	6	5	7/1/2020
Student Services Assistant	5/16/2020	5/16/2020	13	9	11/16/2020
Student Services Specialist	9/24/2019	4/18/2020	27	8	7/18/2020

The Personnel Commission staff believes there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated until the new proposed expiration dates.

Merit Rule 6.2.3 (C) Duration of Eligibility List

6.2.3 (C)

B. An eligibility list may be extended by the Personnel Commission for one or more periods, not to exceed a total of two years from the time the list was first established. The personnel Director shall base his/her recommendation for extension of an eligibility list on the following factors:

1. a sufficient number of available eligibles remain to fill expected future vacancies;
2. the composition of the list reflects appropriate representation of ethnic minorities, underrepresented groups, or non-traditional candidates;
3. the field of competition in the occupational area has not changed dramatically.

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RECOMMENDATION

It is recommended that the Personnel Commission approve extending the eligibility list(s) shown above.

DISPOSITION BY THE COMMISSION

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:

Amendments/Comments

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AGENDA REPORT NO. 6

SUBJECT: **RATIFICATION OF LIMITED TERM ASSIGNMENTS**

DATE: April 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

The Personnel Commission is requesting to ratify the classification of the following Limited Term position pursuant to Section [7.4.2(C)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District:

Position Classification	Department	Effective Dates
Administrative Assistant II (1 full-time position)	Health Sciences	03/16/20 to 06/30/20

DISPOSITION BY THE COMMISSION

MOTION MADE BY:

SECONDED BY:

AYES:

NAYS:

ABSTENTIONS:

Amendments/Comments

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AGENDA REPORT NO. 7

SUBJECT: RATIFICATION OF WORKING OUT OF CLASS AND LIMITED TERM ASSIGNMENTS AND EXTENSIONS

DATE: April 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is recommended that the Personnel Commission approve the following Working out of Class and Limited Term assignment(s).

Name/Permanent Class	Substitute Limited-Term Assignment	Dates of Current Assignment
Jonathan Bice/ Mail Services Worker I	Receiving, Stockroom, and Delivery Worker	4/8/2020 to 6/30/2020

Name/Permanent Class	Limited-Term Assignment	Dates of Current Assignment
Kathy Kerce/ Community College Police Dispatcher	Senior Community College Police Dispatcher	4/9/2020 to 6/30/2020

**Merit Rule 7.4 Limited Term (Temporary) Appointments
(Education Code Section 88105)**

7.4.1 LIMITED TERM POSITIONS DEFINED

- A. Positions established to perform duties which are not expected to exceed six months in one fiscal year shall be designated as temporary limited-term positions.
- B. Positions established to replace temporarily absent employees shall be designated as substituted limited-term positions.

7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS

- A. When a temporary or substitute limited-term position is established, the appointing authority shall notify the Director of Classified Personnel in writing of the hours, starting date, and probably length of the assignment. Establishment of limited-term positions shall be subject to ratification by the Board of Trustees at their next regular meeting.
- B. Substitute limited-term appointments may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence. The appointment may be in the same class as that of the absent employee or the duties may be reduced in level and the appointment may be

made in a lower class. The duration of the appointment shall not exceed the authorized dates of absence of the regular employee.

**Merit Rule 3.2.10 Working Out of Class
(Education Code Section 88010, 88087)**

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

1. Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. An employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.

2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.

3. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).

B. Procedure for Supervisor Requesting Approval for Working Out of Class

3. The Director of Classified Personnel will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay differential, to the Personnel Commission for approval. Confirmation of this approval shall then be sent by the Personnel Commission to the Supervisor and the employee, and forwarded to the Board of Trustees for final approval.

**Agreement between Santa Monica Community College and
CSEA, Chapter 36, Article 11**

11.7 Work out of Classification

11.7.1 Definition:

Working out of classification assignments shall not exceed a period of ninety (90) working days per fiscal year and no more than ninety (90) days in any one hundred eighty (180) day period.

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11.7.3 Compensation:

- a. In the event that an employee is assigned duties at a higher classification as defined above and those duties make up at least fifty percent (50%) of the employee's daily assignments, the employee salary shall be adjusted as set forth in Section 11.4.1.
- b. If those duties make up less than fifty percent (50%) of the employee's daily assignment, the District shall pay the employee equal to one half (1/2) of the stipend that would have been paid under sub division a (above)

11.4 Salary on Promotion

- 11.4.1 When an employee is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one-step (5%) increase, the employee shall be placed at the next higher step over that authorized above.

RECOMMENDATION

It is recommended that the Personnel Commission approve the request for the substitute limited term assignment and the limited term assignment for the appropriate stipend as indicated under the above applicable sections of CSEA, Chapter 36, Article 11.7, and Merit Rules 3.2.10 and 7.4.

DISPOSITION BY THE COMMISSION

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:

Amendments/Comments

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AGENDA REPORT NO. 8

SUBJECT: **APPROVAL OF MINUTES**

DATE: April 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Approval of the minutes for the following meetings of the Santa Monica College Personnel Commission:

- **Regular Meeting – March 18, 2020**
- **Special Meeting – April 1, 2020**

DISPOSITION BY THE COMMISSION

MOTION MADE BY:

SECONDED BY:

AYES:

NAYS:

ABSTENTIONS:

Amendments/Comments

Santa Monica College Personnel Commission
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AGENDA REPORT NO. 9

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS

DATE: April 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

The Personnel Commission is advised that the following persons have been appointed to the following provisional assignments, not to exceed 90 working days pursuant to Section 7.2 of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

Candidate	Position	Department	Duration*
Gorman, Kevin	Academic Computing Laboratory Specialist-CMD	Center for Media & Design	03/17/20 to 06/30/20
Khachmanyán, Arshak	Stage Construction Technician	Theatre Arts	03/09/20 to 06/30/20

*Assignment ending dates may be adjusted as not to exceed 90 working days in a fiscal year

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AGENDA REPORT NO. 10

SUBJECT: **ADVISORY ITEM:
APPOINTMENTS TO LIMITED TERM POSITIONS**

DATE: April 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

The Personnel Commission is advised that the following persons have been appointed to the following Limited Term positions from certified eligibility lists pursuant to Section [7.4.3(A)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

Candidate	Position	Department	Duration*	Eligible List Date
Ramos, Eugene	Administrative Assistant II	Health Sciences	03/16/20 to 06/30/20	08/21/19

*Not to exceed six (6) months or, in case of an appointment in lieu of an absent employee, is not to exceed the authorized absence of that employee.

Reference Merit Rule 7.4.3 (A) –Eligibility for Appointment

Limited term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.

AGENDA REPORT NO. 11

**SUBJECT: CLASSIFICATION AND COMPENSATION STATUS REPORT –
INFORMATION ONLY**

DATE: April 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

This item is presented for the Commission's review—no action is required.

See following page for information.

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CLASSIFICATION & COMPENSATION STATUS REPORT (In Process)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Accountant	AF	Salary	Multiple	NA	NA	12/17/19	Senior Management	
Human Resources Analyst - Employee & Labor Relations (Confidential)	JL	Cyclical	Multiple	02/02/18	09/19/18	11/21/19	Senior Management	
Human Resources Analyst - Leaves & Benefits	JL	Cyclical	Single	02/02/18	10/09/18	11/21/19	Senior Management	
Journeyman Trade-Electrical	KM	Cyclical	Single	05/09/18	NA	12/03/19	Senior Management	
Journeyman Trade-HVAC	KM	Cyclical	Multiple	05/09/18	NA	12/03/19	Senior Management	
Journeyman Trade-Plumbing	KM	Cyclical	Multiple	05/09/18	NA	12/03/19	Senior Management	
Journeyman Trade-Welding	KM	Cyclical	None	05/09/18	NA	12/03/19	Senior Management	
Network Administrator	JL	Reclass	Single		02/28/20	03/31/20	Incumbent Review	
Personnel Analyst	AG/JL	Cyclical	Multiple	02/02/18	01/28/19	11/21/19	Senior Management	
Administrative Assistant II	OV	Reclass	Single		01/08/20			
Financial Aid Supervisor	AF	Reclass	Single	02/03/20	02/21/20			
Instructional Technology Services Manager	JL/JG	Reclass	Single	NA	10/21/19			
Senior Student Services Specialist-Assessment Services	AG/OV	Cyclical	None	4/18/18*	NA			
Deaf and Hard of Hearing Services Supervisor	OV	Cyclical	Single	03/13/20				
Lead Library Assistant-Circulation	AF	Cyclical	Single	04/30/20				
Lead Library Assistant-Technical Services	AF	Cyclical	Single	04/30/20				

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Library Assistant	AF	Cyclical	Single	04/30/20				
Research & Planning Analyst	OV	Cyclical	Single	04/30/20				
Research Assistant	OV	Cyclical	None	NA				
Senior Research Analyst	OV	Cyclical	Multiple	04/30/20				
Sign Language Interpreter I	JL/JG	Cyclical	None	NA				
Sign Language Interpreter II	JL/JG	Cyclical	None	NA				
Sign Language Interpreter III	JL/JG	Cyclical	Multiple	04/30/20				
Sign Language Interpreter Trainee	JL/JG	Cyclical	None	NA				
Skilled Maintenance Worker	KM	Cyclical	Multiple	05/09/18				
Skilled Maintenance Worker II	KM	Cyclical	Multiple	05/09/18				
Accompanist-Dance	JG	Cyclical	None					
Accompanist-Performance	JG	Cyclical	Multiple					
Accompanist-Voice	JG	Cyclical	None					
Administrative Assistant I	KM	Reclass	Single					
Instructional Technology Services Manager-Entertainment Technology	JL	Reclass	Single					
Student Services Clerk	KM	Reclass	Single					
Student Services Specialist	OV	Cyclical	Multiple					

**Extension*

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CLASSIFICATION & COMPENSATION STATUS REPORT (On Hold)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Course Materials Buyer		Cyclical	Single	12/08/16	03/22/17	06/05/17	Incumbent	
Assistant Director of Human Resources		Cyclical	None	02/02/18				
Compliance Administrator/ Title IX Coordinator		Cyclical	Single	02/02/18				
Director of Human Resources		Cyclical	Single	02/02/18				
Employee Benefits Coordinator		Cyclical	Single	02/02/18				
Employee Benefits Specialist		Cyclical	None	NA	NA			
Network Communications Manager	OV/JL	Revisions	Single	01/15/19	03/15/19			

**Extension*

CLASSIFICATION & COMPENSATION STATUS REPORT (Pending)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Career Services Advisor	OV	Revisions	Single					
Classification & Compensation Manager		Cyclical	Single	02/02/18				
Director of Classified Personnel		Cyclical	Single	02/02/18				
Senior Career Services Advisor	OV	Revisions	Multiple					
Supervising Personnel Analyst		Cyclical	Single	02/02/18				

**Extension*

Santa Monica College Personnel Commission
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AGENDA REPORT NO. 12

SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT – INFORMATION ONLY

DATE: April 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

This item is presented for the Commission’s review—no action is required.

Recruitment and Examination Status Report											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E	Perf.	QAI	E-List	Ratif.
Carpenter	KM	MPO	1	1/27/20	2/18/20	3/6/20					
Community College Police Dispatcher	KM	O	1	3/3/20	3/23/20						
Enterprise Business Supervisor	AF	P	1								
Instructional Assistant-English	JG	O	1	2/7/20	3/3/20						
Journeyman Trade-HVAC	KM	MPO	1	3/3/20	3/23/20						
Recycling Program Specialist	KM	MPO	1	2/3/20	2/25/20						
Senior Career Services Advisor	OV	P	1	2/26/20	3/17/20		3/18/20			4/2/20	4/15/20
Sign Language Interpreter III	JL	MPO									
Stage Construction Technician-Lighting	JG	MPO	1	3/5/20	3/25/20						

Continuous Recruitments											
Classification	Assigned	FOC	VAC	Opened	Written	T & E	Perf.	QAI	E-List	Ratif.	
Theater Technical Specialist	JG	MPO	Temp								

Upcoming Recruitments			
Classification	Assigned	FOC	VAC
Administrative Assistant I		MPO	
Administrative Assistant II		P	
Instructional Assistant-ESL	On hold	O	
Lead Custodian	KM	MPO	
Lead Receiving, Stockroom, and Delivery Worker		P	1
Personnel Analyst		P	
Skilled Maintenance Worker II	KM	P	
Theater Technical Specialist		MPO	Temp.
Items in bold are pending approval by the Personnel Commission.			
<small>*Pending approval by the Board of Trustees</small>			

VI. Motion to adjourn.

DISPOSITION BY THE COMMISSION

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:

Amendments/Comments

The next regular Personnel Commission meeting is
scheduled for Wednesday, May 20, 2020 at 12 P.M.

As required by law, this agenda for the Wednesday, April 15, 2020, Regular Meeting of the Santa Monica College Personnel Commission was posted on the official District website and available bulletin boards, no later than 72 hours prior to the date and time of this meeting.